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May 19, 1964

Mr. Wode Holland
Building Superintendent
Veterans of Foreign Wars Building
200 Maryland Avenue, N.E.
Washington, D. C. 20002

Dear Mr. Holland:

As of this date, you are requested and authorized,
until further notice, to keep the air conditioning turned on
in the building, at a rate of \$7.00 per hour, from 9:00 A.M. to
5:30 P.M. on Saturdays, 10:00 A.M. to 5:00 P.M. on Sundays, and
from 6:00 P.M. to 11:00 P.M. on weekdays.

Sincerely yours,

J. Lee Penkin
General Counsel